Contractor Monthly Update Schedule Review Checklist – May 2023

Checklist items included herein required. Reference COST-LOADED NETWORK ANALYSIS SCHEDULES (NAS)

Specification 01 32 17.00 20 (unless noted otherwise herein)

Project I	Name: Contract No.:			
Contrac	cor: Designated Project Scheduler:			
	ra Project ID (e.g. BXXX MMYY):			
	Schedule Data Date:			
	ation Up Through : Award Date:			
	: Award Date: Contract Duration (calendar days):			
	Contract Completion Date (CCD):Anticipated Project Completion Date (PCD):(d ¹	ΓF)	
Current	Interim or Phased Completion Contract Dates (if specified):			
Current	Total Contract Award: \$		%)	
1(Name), Designated Project Scheduler certify checklist accurately completed, and update	sche	edule:	
	Accurately represents; Contractor's plan on how work will be accomplished as of data date, and			
	How work was accomplished and how it was sequenced (as-built) prior data date.			
	Will be used to plan and track progress up to next schedule update,			
	and is Contract compliant.			
D !	Date d			
Desigi	nated Project Scheduler certification signature: Dated			
ITM	DESCRIPTION	Υ	N *	NA
Rep	orts Submitted			
0	Monthly Network Analysis Update Meeting			
1	NAS 11x17 PDF Monthly Update			
2	NAS 11x17 PDF Monthly Update compared to Previous Schedule			
3	P6 xer native file, version match or less than GOV			
4	P6 Scheduling Log Report			
5	Narrative Report			
6	Earned Value Report			
7	Schedule Variance Control (SVC) Diagram "Cash Flow S-Curves"			
8	NAS 11x17 PDF Longest Path next 60d			
9	KTR Monthly Update Schedule Review Checklist, Complete and Accurate			
10	Screen Shot of Time Periods established in P6			
11	Daily Reported Activity Excel Monthly Summary Report			
Soft	ware			
12	Oracle Primavera P6 software was used to create schedule			
GENE	RAL SCHEDULE INFORMATION			
13	Run P6 Schedule function prior to exporting project			
14	Verify/Remove POBS from P6 export file prior to submission			
15	The Data Date has been updated to reflect current reporting period and is compliant with the			
	agreed upon date of submittal per the Preliminary Scheduling Meeting			
16	As-built work in place; dates, durations, calendars, and sequences are updated to accurately			
	represent activity that occurred prior to the Data Date			

Project Name:	Primavera Project ID.:
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ITM	DESCRIPTION	Υ	N*	NA
17	Out-of-sequence activities are eliminated by revising logic relationships to represent actual or			1000
	revised plan			
18	Any as-built delays are clearly shown in schedule, notified to Contracting Officer and fully			
	described in Narrative Report			
19	Activities have been progressed accurately by manually updating Actual Start, Actual Finish,			
	Physical Percent Complete and Remaining Duration.			
20	Activity Actual Start Date is assigned when work begins on activity with intent to pursue work			
	represented by activity toward substantial completion.			
21	Activity Actual Finish Date assigned when work is substantially complete to point that			
	successor activity(s) may begin.			
22	Scheduled Activity dates, durations and sequence correspond to other related			
	contemporaneous documents (e.g. 3-week Look Ahead Schedule, Contractor's Daily QC and			
	Daily Production Reports, etc).			
23	Activities for all executed modification(s) issued prior to the data date have been incorporated			
	and are consistent with cost loading and fragnet(s) submitted and agreed to if applicable (also			
	include and fully describe in Narrative Report).			
24	If projected completion is after CCD, contractor has identified and explained in Narrative			
	Report.			
25	If projected completion is after CCD, contractor has submitted a delay-mitigation plan or TIA			
	for delays.			
26	There is no progress beyond the data date			
27	Project phasing is current and up to date (if applicable)			<u> </u>
28	Critical activities are defined as those activities on the Longest Path			<u> </u>
29	Retained Logic is used when scheduling progressed activities			<u> </u>
30	All Constraints are Contractually defined			<u> </u>
31	The only activity/milestone without predecessor(s) is the Contract Award Date start milestone			<u> </u>
32	The only activity/milestone without successor(s) is the Contract Completion Date (CCD) finish			
	milestone			_
22015				
	CT REQUIREMENTS AND SETTINGS			
	edule Dates	1 1		T
33	The project Must Finish By date is set to the current CCD			
34	The Must Finish By Time is set to 5pm			
5.6	with farming added with the first of 1900 Co. 1 1 1 2 2 5 1 1 1 1			
_	nults – for any added activities in the future (P6 Projects window – Defaults tab)			T
35	Duration Type is set to Fixed Duration & Units	\vdash		
36	Percent Complete Type is set to Physical	\vdash		
37	Activity Type is set to Task Dependent			
38	The default Project Calendar is used that was discussed, determined and mutually agreed upon			
	at the required Preliminary Scheduling Meeting	\vdash		<u> </u>
				<u></u>

Project Name:	Primavera Project ID.:
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ITM	DESCRIPTION	Υ	N*	NA
	Settings - for Activities already present in the schedule			
39	Activity Type is set to Task Dependent for ALL activities – Level of Effort Activity Type is NOT allowed.			
40	Duration Type is set to Fixed Duration & Units for ALL activities			
41	Percent Complete Type is set to Physical Percent Complete for ALL activities			
	(Note: Items 35 through 37 above will be checked by NAVFAC using a filter for each)			
Calc	ulations (P6 Projects window – Calculations tab)			T
42	Price/Unit is set to \$1/h			
43	Activity percent complete based on activity steps is checked			
44	Link budget and at completion for not started activities is checked			
45	Reset Remaining Duration and Units to Original is selected			
46	Subtract Actual from At Completion is selected			
47	Recalculate Actual Units and Cost when duration % complete changes is checked			
48	Update units when costs change on resource assignments is unchecked			
49	Link Actual and Actual This Period Units and Cost is checked			
	ed Value – (P6 WBS window – Earned Value tab)			
	chnique For Computing Performance Percent Complete			T
50	Technique for computing performance complete. "Activity % complete is" selected			
	chnique For Computing Estimate To Complete (ETC)			1
51	PF = 1 is selected			
F	and Malana (DC Advaire Advaire Dunfarrance - France d Malana Arch)			
52	red Value – (P6 Admin – Admin Preferences – Earned Value tab) Technique for computing performance percent complete: "Activity % Complete" is selected			T
53	Technique for computing Estimate to Complete: "PF – 1" is selected			
54	Earned value calculation – when calculation earned value from a baseline use - "Budgeted			
54	values with current dates" is selected			
	Hours Per Time Period – the following two items are the content of what is required in Checklis	t Ita	m 10	_
	Earned Value – (P6 Admin- Admin Preferences – Time Periods tab)	. /	<i></i> 10	
55	Time periods established in P6 on the computer that the schedule is created and maintained			
	with setting to: 8.0 Hours/Day, 40.0 Hours/Week, 172.0 Hours/Month and 2000.0 Hours/Year			
56	"Use assigned calendar to specify the number of work hours for each time period" is checked			
Proj	ect Calendars	1		
Sta	andard Calendars			
57	All project Calendar(s) are defined at the Project level			
58	All NAS activities must be assigned to one of the Project-level Calendars established for the			
	Project			
59	A 5-day workweek calendar is defined, if working 5 days per week, for the project that			
	establishes Saturdays, Sundays and all Federal Holidays as non-work days - or as agreed upon			
	during the required Preliminary Scheduling Meeting (Note: must comply with UFGS 01 14 00 -			
	Section 1.5.5 – Working Hours)			

Project Name: Primavera	Project ID.:

ITM	DESCRIPTION	Υ	N*	NA
60	A 6-day workweek calendar may be defined, if working 6 days per week, for the project. The			
	6-day workweek calendar establishes Sundays and all Federal Holidays as non-work days - or			
	as agreed upon during the required Preliminary Scheduling Meeting (Note: must comply with UFGS 01 14 00 – Section 1.5.5 – Working Hours)			
61	A 7-day workweek calendar may be defined for the project. If defined, it establishes			
01	Saturdays, Sundays and all Federal Holidays as workdays – or as agreed upon during the			
	required Preliminary Scheduling Meeting (Note: must comply with UFGS 01 14 00 – Section			
	1.5.5 – Working Hours)			
62	Calendars outside of normal working hours defined and used only with Contracting Officer			
	prior approval - Calendars outside of normal working hours defined and used only with			
	Contracting Officer prior approval — agreed upon at the required Preliminary Scheduling			
	Meeting AND those necessary for "catch-up recovery calendars", short-duration weekend			
	work calendars to get ahead of upcoming weather/other restriction. This can affect the As-			
	Built schedule requirement – Spec section 1.4.2 (Note: must comply with UFGS 01 14 00 –			
63	Section 1.5.5 – Working Hours) Tatal work is a way day for all defined as landon is get to 8 Note: mout accomb with UESS 01.14			
63	Total work hours/day for all defined calendars is set to 8 Note: must comply with UFGS 01 14 00 – Section 1.5.5 – Working Hours)			
64	Calendars are correctly assigned to activities			
	Calcination are correctly assigned to activities			
We	eather Calendars			
65	A Project level Weather Calendar is defined			
66	Anticipated non-work days due to adverse weather are assigned to normal workdays (Not			
	assigned to non-working days).			
67	The required number of anticipated non-work days per month due to adverse weather is used			
	[the source of rainfall data is a Pre-Award NAVFAC decision within a bracketed option of UFGS			
	01 32 17.00 20]			
68	The Weather Calendar is assigned to activities that could be delayed by adverse weather			
•	ecial Calendars	T I		1
69	If UFGS 01 32 17.00 20, Section 1.10.1.9 is incorporated into the project, then Anticipated			
	Restricted Delays Calendars(s) (e.g. Security Calendar, Exclusionary Period Calendar, etc.) are set up properly and comply with UFGS 01 14 00 – Section 1.5.5 Working Hours, Section 1.5.6			
	Work Outside Regular Hours and Section 1.5.7 Exclusionary Period			
	Work outside Regular Flours and Section 13.7 Exclusionary Ferrod			
	Work Breakdown Structure (WBS)			
70	Required WBS sections established w/ activities & milestones within appropriate WBS			
	elements			
	ITY CODES	1 1		
71	Activity Codes are established at the Project Level			<u> </u>
72	As a minimum, Activity Codes identified in the scheduling specification and/or established by			
<u></u>	the Contracting Officer are defined for the project			

Project Name:	Primavera Project ID.:
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ITM	DESCRIPTION	Υ	N*	NA
73	Responsibility Codes identifying the names of the prime contractor and all subcontractors			
	responsible for completing the task are defined for each activity in the project. All activities			
	assigned as GOVT responsibility are well defined and have been discussed with the			
	administering FEAD/ROICC/OICC office's project team			
Desci	ription and Duration	1		
74	P6 Activity Names adequately define work scope. Each activity should be unique and not			
	require depending on any WBS or activity code breakdowns to identify where the scope of			
	work exists.			
75	No on-site construction activity has a duration greater than 20 working days			
76	Work-in-Place percent complete for partially completed activities are easy to determine/verify			
Caba	dula Lania			
	dule Logic			
77	Lead or lag logic are not used without Contracting Officer prior approval			
78	Activities have no open start or finish (dangling) relationship logic			
79	Redundant relationships ties are minimized to only those determined necessary			
Cont	ract Milestone Activities			
80	Interim or Phased Completion Milestone Activity dates match Contract dates (if specified)			
81	Project Start Date Milestone is shown			
82	Design Completion Milestone (for all Design Build only)			
83	Post-Award Kickoff (PAK) Meeting Milestone			
84	Pre-Construction Meeting Milestone – (for DBB)			
85	Preconstruction Submittals Finish Milestone			
86	Contractor Mobilization Finish Milestone			
87	NAVFAC Red Zone - Facility Turnover Planning Meeting Milestone(s) is/are shown			
88	Substantial Completion Milestone is shown			
89	DD-1354 Finish Milestone(s) is/are shown			
90	Projected Completion Milestone is shown & assigned to a 7-day Calendar			
91	Contract Completion Date Milestone is shown & assigned to a 7-day Calendar			
Activ	vities Assigned Government Responsibility For Completing			
92	Responsibility for completing the activity is correctly assigned to the Government			
93	Durations comply with contract requirements – for Activities assigned GOVT responsibility			
	Also, refer to UFGS 01 33 00 and UFGS 01 33 10			<u> </u>
	st Path			
94	Government activities are placed appropriately within the logic stream			
95	The Longest Path is made up of activities that are expected to drive project completion			
96	The Longest Path shows reasonable work flow and sequencing			
97	There are no time gaps between activities on the Longest Path			
				<u> </u>

Project Name:	Primavera Project ID.:
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ITM	DESCRIPTION	Υ	N*	NA
COST	LOADING			
98	The total cost budget equals the contract value			
99	Activities that should have a cost budget are cost loaded			
100	Budget \$ have not been reallocated without Contractor Officer approval			
101	Anomalies in monthly and cumulative Budged Cost distribution are explainable			
102	GOVT activities shall have ZERO cost assigned			
103	Value of commissioning, testing & closeout is not less than required percent of			
	Procurement/Construction cost [the required % is a Pre-Award NAVFAC decision within a			
	bracketed option of UFGS 01 32 17.00 20 (the "default" percentage is 10%)]			

^{*} Items marked "N" are non-compliant. KTR must provide separate written correspondence request for specific item variance consideration, and Contracting Officer review and approval to change item to non-contractual "NA" status.